Salary Travel & Per Diem Process
Frequently Asked Questions

Accessibility/Connectivity Questions

Q: I'm a PS Payroll user and do not have the PeopleSoft financials icon available. How do I get access?

A: Get in contact with your Agency PeopleSoft Security Administrator to complete a security form and submit to State Accounting Office Security. The Security Level requested will depend upon the access needed. The security levels available are:
- Inquiry, Reports & Query: access in the process to view only, run reports and run queries.
- Edit: will include the inquiry, reports & query level plus ability to make data corrections.
- Approval: will include the inquiry, reports, & query level, the edit level, plus the ability to perform the final Agency Approval. (only 2 per agency)

Questions relating to the installation of the financial application should be directed to upgradefeedback@sao.ga.gov with the subject line "Salary Travel Connectivity".

Q: I'm a new financials user and have never had to access financial reports. What do I need to do to gain access to the Salary Travel and Pier Diem reports on Document Direct?

A: Contact Elizabeth Price at eprice@sao.ga.gov to request a financial recipient ID and password.

Q: I'm currently a Financials user but do not have the Salary Travel process as an option on my menu. How do I get it?

A: Make contact with your Agency PeopleSoft Security Administrator to complete and submit a security for to the State Accounting Office Security Section. You can contact the SAO Security at 404-657-3956/Option 3 Passwords & Security.

Q: What security level do I need?
A:

- **Inquiry, Reports & Query**: access in the process to view only, run reports and run queries.
- **Edit:** will include the inquiry, reports & query level plus ability to make data corrections.
- **Approval:** will include the inquiry, reports, & query level, the edit level, plus the ability to perform the final Agency Approval. (only 2 per agency)

Functionality Questions

Q: I was unable to attend training. Are there any aids available to help me navigate through the process?

A: An updated version of the Business Process for PS v. 8.8 can be located on the Sate Accounting Office website http://sao.georgia.gov

Q: What reports are available to help manage the process?
A: There are three SQR reports available:
- Approval Criteria Error Report (STxxx0008)
- Salary Travel Detail (STxxx0006)
- Per Diem Detail (STxxx0007)
Create a new run control for each report, run execute in PeopleSoft and view through Document Direct. (It normally takes a minimum of 30 minutes before the report is
available through Document Direct.)
In addition, there are 10 queries available:
- 0CRP001 – Per Diem Verified
- 0CRP002 - Travel Verified
- 0CRP003 - Approval Status
- 0CRP004 – Employees with Salary/Travel Adjustments
- 0CRP005 – Employees Adjusted to Zero
- 0CRP006 – Distinct Positions
- 0CRP007 – Employees with Per Diem Adjustments
- 0CRP008 – Employee Position & Status
- 0CRP009 – Negative Amounts Not Confirmed
- 0CRP010 – Non-Numeric FEI

Q: Does the system calculate adjustments?
A: No. You are entering the CORRECT amount, not an amount to adjust the total. For example: If the panel reflects $100.00 for travel and the correct amount

should be $25.00, and then you would enter $25.00.

Q: Why won't the process allow me to approve?
A: The approval criteria have not been met. Run the Approval Error Report or queries to determine which employee or vendor record needs to be reviewed and verified. If you don't have the approver security level the "Approve" button will not be available to you.

Q: What does "Travel not Verified" mean?
A: When an employee receives travel reimbursement but no salary, users must access the Salary Travel panel and click the "Travel Verified" checkbox. Additionally, if this employee works for another state entity; you must change the employee status to "Employed by Other Agency". If the travel was paid in error, zero out the monetary amount and click verify. Travel verified must be clicked for all employees of an agency in order to approve.

Q: What does "Per Diem not Verified" mean?
A: When an employee in the HR system receives a per diem reimbursement, users must access the Per Diem panel and click the "Verified" checkbox. If the per diem was paid in error, zero out the monetary amounts and click verified. Verified must be clicked in order to approve.

Q: What does "Negative Amount Exists" mean?

A: When a negative dollar amount is populating any of the monetary fields on the Salary Travel or Per Diem panels, an error should appear on the Approval Error Report and these must be deleted by reducing the amount to zero**.**

Q: What does "Non-Numeric FEI number" mean?
A: Some agencies may have utilized a vendor with an alpha character Federal Employer Identification (FEI) number. The only acceptable non-numeric FEI is "FOREIGN". Any other non-numeric FEI's records must be zeroed out in order to approve. (Also refer to question regarding 999999999 GL Bypass Vendor.)

Q: How can I change employee or vendor information if it is grayed out?
A: Once data is loaded into this process the information cannot be changed. However, you can go into the appropriate module and make necessary changes for future reporting. The HCM Personal Data and Position Data or Vendor Maintenance. Even though you may have corrected the name and position title, only the name correction will be picked up for the extract to Audits.

Q: I changed data on the Salary Travel and Per Diem panels and saved the changes, but it didn't retain the changes; why?

A: Saving changes through the normal "save" icon method will not retain the changes, you MUST either click "Add Updated Row" on the Salary Travel panel or click "Update" on each row on the Per Diem panel in order to effectively save the changes. You can verify your change has been saved by reviewing the history on each panel.

Q: I need to enter another Per Diem account, but there is no space to enter the new information. How can I insert a new row?

A: Click the insert row icon (+) located at the end of the existing row, this will insert a new row to allow entry of the additional account and amount; click the 'Update' and save the record**.**
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Q: I approved my agency's data in error. Since all editable fields are now grayed out, how can I continue working on errors or making corrections?

A. Submit a written request for your agencies approval to be reversed to
 Joan Pittman with Department of Audits who will make contact with SAO for the reset. Please note in the subject "Salary Travel Per Diem Request for Reversal..

Reconcilement Questions

Q: What tools are available to help in reconcilement?
A: Balancing worksheets have been created specifically to aid users in reconciling their salary travel and per diem data back to their general ledger. These worksheets and instructions can be found on the State Accounting Office website using the path Financial Systems-PeopleSoft Financials-Salary Travel Per Diem- Forms**.**
In addition, utilize your PeopleSoft G/L Trial Balance Report, the Payroll PYxxx0018H report, Labor Distribution reports LDxxx024O and LDxxx021O for payroll reconcilement and APxxx0419 Travel Expense and APxxx0420 Per Diem reports for travel and per diem reconcilement.

Q: If I zero out a per diem payment because it should have been charged to travel how do I account for it in the system?
A: 1. If the individual is an employee of your agency:
Pull up the employee ID on the Salary Travel panel and add the same amount you zeroed out to the Travel field.
2. If the individual is an employee of another state entity:
You will not have their record on your salary travel panel. Make a reconcilement note and maintain supporting documentation in the event of Audit inquiry.

Q: What do I do if I have records containing 999999999 (GL Bypass) vendors?
A: Some agencies may have utilized a 999999999 vendor in order to enter a JV into the GL module. The Department of Audits will not accept records with this vendor number. You must zero out any monies associated with the vendor and break out the expense to the proper travel account for employees and the proper per diem account for vendors. If there is a record in the system for the employee or vendor, you can correct it in the system. Otherwise, it will be noted as a reconcilement entry.
For Example:

Move expense between non-balance sheet
accounts.
User would zero out associated monies.

Original travel or per diem entry (only one
side hits a balance sheet account).
a) Zero out monies associated with
99999999 Vendor
b) Add amount to employee or vendor to
which it applies.

Q: Who can I contact if I have additional questions?
A: For questions concerning the application, please contact:
State Accounting Office Help Desk (404) 657-3956 or (888) 896-7771
(Option 1 or 2) or e-mail: acctspay@sao.ga.gov Subject line: Salary Travel Process

Q. For 2006 when will my agencies data be available and when is the deadline for the approval?
 A: The projected date for the data load is September 13th. The due date will be announced in a SAO Official Communication upon confirmation with Department of Audits.